

GENERAL NOTIFICATIONS

7203

(New October 2015)

PURPOSE

7203.1

(New October 2015)

This policy section outlines the roles and responsibilities of the California Department of Forestry and Fire Protection (CAL FIRE) Emergency Medical Services (EMS) Program and the Unit/Programs regarding notification of EMS related matters.

This policy section provides CAL FIRE Units/Programs with notification processes. These matters include, but are not limited to, all issues pertaining to external governing entities, such as LEMSAs and EMSA.

The CAL FIRE EMS Program acts as a repository of departmental EMS matters. CAL FIRE must maintain the requirements set forth by the California Health and Safety Code (H&SC), California Code of Regulations (CCR), the Emergency Medical Services Authority (EMSA) and Local Emergency Medical Services Agencies (LEMSAs).

Per regulation(s), the CAL FIRE EMS Program has direct responsibility for many EMS related functions, but LEMSAs and EMSA retain additional direct responsibility and oversight to ensure that laws and regulations are met and maintained by EMS service providers.

EMS Related Issues

Governing LEMSAs and EMSA maintain responsibility by code and regulation to administer certain EMS functions. These EMS functions may include, but are not limited to, ambulance permitting, training program audits, certification/licensure, certification/licensure actions, local EMS plan audits, data collection, patient care, quality assurance and dispatch/communication standards.

Notifications

External Communication/Notification

The CAL FIRE EMS Program, in order to provide consistent support to the department, must be notified of external EMS governing entity or stakeholder communicates with the Units/Programs.

When a Unit/Program is contacted by an external EMS governing entity or stakeholder regarding a CAL FIRE EMT, the Unit/Program will notify the EMS Program. Notification includes, but is not limited to:

- Reason for contact
- Date of contact
- Unit/Program designated liaison
- Allegation and/or notice of corrective action, if required
- Provision of copies of any written correspondence (letters, reports, etc.)

The EMS Program will maintain open communication with the Unit/Program and act as the liaison with governing external entity as necessary.

The EMS Program will assist the Unit/Program as needed and as permitted by applicable code and regulation.

Internal Communication/Notification

When a Unit/Program is made aware of an allegation that involves CAL FIRE EMT personnel, the Unit/Program will notify the EMS Program staff. Notification includes, but is not limited to:

- Reason for contact
- Date of contact
- Unit/Program designated liaison
- Allegation and related information for determination of possible certification action
- Provision of copies of any written correspondence (letters, reports, etc.)

AUTHORITY

(New October 2015)

7203.2

- California Government Code, Divisions 3, 4, and 5
- California Health and Safety Code, Divisions, 2.0, 2.5 and 105
- California Code of Regulations, Title 22, Division 9

RELATED POLICIES

7203.3

(New October 2015)

- 2100 CAL FIRE Records Management Handbook
- 7200 CAL FIRE Emergency Medical Services Handbook

RESPONSIBILITIES

7203.4

(New October 2015)

CAL FIRE Employee

- Notifies supervisor (employer) regarding any action that may affect EMS certification/licensure
- Makes notifications pursuant to the California Code of Regulations (CCR), Title 22, Division 9, Chapter 2

CAL FIRE Supervisor

- Notifies supervisor of all communication from an external governing EMS entity and of any internal communication/notification of allegations regarding a CAL FIRE EMT

Unit/Program EMS Coordinator

- Notifies EMS Program of all external EMS governing entity communication
- Coordinates with EMS Program and external entity as directed

Unit/Program Investigatory Staff

- Coordinates with EMS Program, Unit/Program administrative staff and external entity as directed

Unit/Program Administrative Officer

- Notifies EMS Program staff regarding possible EMS related issues that may have EMS certification/licensure actions
- Notifies EMS Program staff of all external EMS governing entity communication

Unit Chief/Program Manager

- Assigns a designated liaison to EMS Program for EMS related matter(s)
- Ensures notifications are made regarding EMS related matters
- Ensures all documentation requested by EMS Program is provided
- Ensures cooperation and compliance with external governing entity

Region Chief/Deputy Director

- Coordinates with Unit Chief/Program Manager and EMS Program as needed for EMS issues and takes action if required

EMS Program Staff

- Assists Regions/Units/Programs with all EMS related issues
- Makes all required EMS related notification(s) in accordance with law, regulation and CAL FIRE policy
- Maintains documentation file of all Unit/Program EMS related matters in accordance with regulation and CAL FIRE policy
- Coordinates with LEMSAs/EMSA as directed

EMS Program Investigatory Staff

- Coordinates with Unit/Program regarding EMS investigatory issues as directed
- Coordinates with LEMSAs/EMSA as directed

EMS Training Program Coordinator

- Coordinates with Unit/Program in EMS related matters as directed
- Coordinates with LEMSAs/EMSA as directed

EMS Clinical Program Coordinator

- Coordinates with Unit/Program in EMS related matters as directed
- Coordinates with LEMSAs/EMSA as directed

EMS Physician

- Coordinates with external stakeholders regarding EMS related issues as directed
- Assists CAL FIRE Regions/Units/Programs regarding EMS matters as directed

EMS Program Manager

- Coordinates with EMS Chief on EMS Program matters
- Assigns staff tasks in accordance with their essential functions
- Assigns staff to coordinate with Unit/Program for all EMS related matters
- Ensures integrity of EMS documentation and storage
- Coordinates with Unit Chiefs/Program Managers regarding EMS related issues as needed

EMS Chief

- Consults with CAL FIRE management on critical EMS issues
- Coordinates with EMS Program Manager regarding notifications and works with all stakeholders for all general notifications

[\(see next section\)](#)

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